

# Position Vacancy Announcement



**U.S. Consulate General Merida**

NO: 12/04

OPEN TO: All interested candidates

POSITION: A50-002 Administrative Assistant, FSN-7

OPENING DATE: March 27, 2012

CLOSING DATE: April 10, 2012

WORKING HOURS: Full-time; 40 hours/week

SALARY: \*Ordinarily Resident (OR): \$ 221,877.50 pesos per year (starting FSN-7 salary)

*(Note: All ordinarily resident applicants must obtain the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)*

\*Eligible Family Members and Members of Household must have at least one year remaining to their tour of duty to apply for this job. EFM's and MOH's may still apply if outside of these parameters however they will not be given preference when equally qualified. **NOTE: Consideration of EFM's will be based on funding availability. Please contact the EFM Coordinator at x4096 for more details.**

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**The U.S. Consulate in Merida is seeking an individual for the position of Administrative Assistant.**

## **BASIC FUNCTION OF POSITION:**

Serves as Office Manager for the Principal Office and, as the only administrative assistant in the Consulate, also supports the consular and management sections as needed with special projects. Handles protocol matters and tracking of congressional correspondence for the Consulate. Handles appointments, general correspondence and phone calls for the Principal Officer. Serves as one of the 2 Post's Travel Assistants and as Telephone Operator when main Operator is away.

## **QUALIFICATIONS**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of High School plus two years of University or College Studies in Administration or International Relations.
- At least three years experience of Administrative nature, managing spreadsheets and agenda.
- Level III (good working knowledge) English and Spanish Level IV (oral/written) are required.
- Strong interpersonal and customer service skills are required.
- Must have excellent time management and computer skills.

## **SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT:**

-When equally qualified, US Citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**All applicants must pass a rigorous security certification process.**

#### Additional selection criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving on probation are not eligible to apply.
- Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All new Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification. Until further guidance is received from the Legal Office of the State Department, EFM's will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

#### To Apply

Interested applicants for this position **MUST SUBMIT** the following or the application **WILL NOT BE CONSIDERED**:

- 1) **Universal Application for Employment (UAE) DS-174 form.** <http://www.state.gov/> or (<http://www.google.com>) **plus** any other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
- 2) **Non-native Spanish speakers:** Test score is required from the CIS (<http://www.cisyucatan.com.mx/>) or Berlitz (<http://www.berlitzmerida.com>). (Valid for two (2) years)
- 3) **TOEIC or TOEFL** English test score is required (Valid for two (2) years) from the following institutions: Berlitz (<http://www.berlitzmerida.com>); Benjamin Franklin (<http://www.benjaminfranklin.com.mx/>) or Harmon Hall (<http://www.harmonhall.com/>).
  - The scores for Level III(good working knowledge) are : (TOEFL iBT 76+ or TOEFL ITP/PBT 540+ or TOEIC PBT 650+)
  - Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.
- 4) **Candidates who claim U.S. Veteran's preference must provide a copy of their form DD-214 with their application.**

**Note: Any costs for travel and test fee are the applicant's responsibility.**

#### SUBMIT APPLICATION TO:

Human Resources Office

U.S. Consulate Merida

Calle 60 No.338-K por 29 y 31

Col. Alcalá Martín

97050 Merida, Yucatan. Mexico.

FAX: (999) 942-5750 / [MeridaHR@state.gov](mailto:MeridaHR@state.gov) (Please include position number in subject line of e-mail.)

Please check the U.S. Consulate Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site ([www.usembassy-mexico.gov](http://www.usembassy-mexico.gov)) for future vacancy announcements.

#### DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
    - US Citizen;
    - Spouse or child who is at least age 18;
    - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
    - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
    - Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.
  2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
  3. **Member of Household (MOH):** Someone who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.
  4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
  5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
- The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.